
Release of Funds Checklist

(Release of Funds must be received **no later than eight (8) months** after the grant award. Please phone the DOC Grants Management office to schedule a Release of Funds meeting **at least two (2) weeks prior** to the Release of Funds expiration date.)

1. Copy of Fully Executed Grant Agreement on file with DOC.
2. Copy of Authorized Signature Card on file with DOC.
3. Copy of W-9 Form on file with DOC.
4. Copy of Completed Environmental Review and DOC Environmental Release Letter.
5. Copies of Letters and RFP/RFQ Newspaper Notice (*If Federal Dollars Are Paying for Service*).
6. Copies of Professional Service Related Contracts with Attached Third Party Provisions.
7. Copies of Plans and Specifications with included Federal Contract Provisions and Applicable Wage Decision.
8. Copy of IFB Newspaper Notice with Proof of Publication.
9. Verification of at least two (2) MBE State Certified Firms solicited.
10. Copy of Pre-Bid Minutes and Attendance Roster (*If Applicable*).
11. Copy of Bid Opening Minutes and Attendance Roster.
12. Copy of Bid Tabulation Certified by the Engineer/Architect.
13. Certification Letter signed by the Chief Elected Official and Engineer/Architect that all Permits have been obtained.
14. Copies of Easement/Property Acquisition Purchases with Attached Letters of Interest, Applicable Waivers, Property Questionnaires, Title/Deed Information and Appraisals.
15. Copy of Local match Commitment Letter/Loan Documents.
16. Copy of Civil Rights Officer Notification.
17. Copy of Fair Housing and Drug Free Workplace Ordinances.
18. Copy of Labor Standards Officer Notification.
19. Copy of Contractor Verification.
20. Copy of 10 Day Wage Determination Verification.
21. Copy of Fully Executed Sub - Recipient Agreement with Receipt from County Recorder (*If Applicable*).